



# Program Director

Position Description, January 2020

## **MISSION:**

*CounterPulse provides space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation.*

## **ABOUT COUNTERPULSE AND THIS POSITION:**

*CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. We host over 300 public events each year, ranging from dance, theater and music performances to gallery openings and all night dance parties. For more information about CounterPulse, please visit [www.counterpulse.org](http://www.counterpulse.org).*

*This senior leadership position works in close partnership with the Artistic & Executive Director (AED) on the ongoing visioning, development, and execution for all of CounterPulse's programs. The Program Director (PD) is the lead producer for CounterPulse's acclaimed season of events, overseeing the program and technical theater team to achieve the highest quality in production execution. The PD facilitates the curatorial processes for our seasons, engaging the full CounterPulse staff and guest curators. In close partnership with the AED and other development staff the PD collaborates on program development, including program design and evaluation, grant writing and fundraising, and strategic partnerships. This position reports to the Artistic & Executive Director and supervises the Program Manager and Technical Director.*

## **ABOUT YOU:**

*You're enthusiastic about the arts and have a vision for the change you want to see in the world. As a hybrid visionary and detail-oriented, taskmaster you can't help but dream big and then build timelines and checklists. With ease you balance overlapping project threads and upkeep multiplicitous relationships. Building and maintaining relationships with all walks of people comes naturally. You're a strong writer with a persuasive and succinct style, a salesperson of sorts and a warm host to boot.*

*As the CounterPulse **Program Director** (PD) you leverage the resources of CounterPulse to best serve our artist communities and advance the development and fundraising goals that support our programs. By ensuring that CounterPulse's programs are both well resourced and effectively implemented you help make the world a more hospitable place for arts and culture—and that matters a lot to you!*

**Position open until filled.**

## **SCOPE AND NATURE OF WORK:**

### *PROGRAM & PRODUCING*

- Oversee the day-to-day management of CounterPulse's suite of programs.
  - Serve as lead producer overseeing the production and presenting cohort on the execution of all public productions and performances.
  - Oversee client relationships with artists/producers working through our programs.
  - Dynamically develop and manage departmental and project budgets.
- Provide leadership in artist scouting and engagement, and facilitate curatorial processes.
- Work in partnership with AED to design and implement innovative new programs in response to changing cultural, funding, and community landscapes.
- Collaborate with Communication Director to formulate engagement opportunities.
- Oversee the annual evaluation of programs, and strategize opportunities and development program models accordingly.
- Represent CounterPulse and its innovative practices to the larger community at select meetings, conferences, and events.
- Work with the AED and full staff on an annual basis to shape the framework, goals and priorities program areas.

### *DEVELOPMENT & STRATEGY*

- Work to leverage individual programs and projects to jointly serve the development and marketing goals of the organization as a whole.
- Strategize program models to generate new earned income streams and/or align with the requirements of secured funding
- Work with AED and Development Manager to oversee select grant writing and reporting for programs with a focus on renewal of existing funding for current programs.
- Work with the AED and ADO on the development and implementation of CounterPulse's growing annual budget. Employ creative and analytical skills to identify new funding opportunities and cost savings in all program areas. Monitor select project budget performance and recommend proactive adjustments as needed.

### *HUMAN RESOURCES*

- With AED plan and implement creative systems for nurturing and supporting an engaged, enterprising staff. Serve as a leader in creating a respectful, communicative and productive office environment.
- Work with the entire staff to create a welcoming home for art and community.
- Serve as the immediate supervisor of the Program Manager and Technical Director

### *GENERAL*

- Oversee innovative and efficient administrative systems and operations for all programs.
- Work with staff to collect comprehensive, meaningful, and accurate information about our programs and constituencies.
- Facilitate communication/collaboration between staff and their respective program areas.

- Participate in collectively-shared facility upkeep tasks and office duties.

**QUALIFICATIONS:**

- Passion for the arts and social justice
- Extensive experience with producing stage-based work
- Experience with artistic curation and knowledge of Bay Area performing arts
- Three years of experience in grant writing with a strong track record of successful proposals and familiarity with Bay Area arts funders
- Extraordinary organizational ability; dedication to precision and attention to detail
- Excellent time management skills; ability to work gracefully under pressure/deadline while attending to multiple responsibilities and intricate details
- Excellent communication skills with staff, artists, and a diverse public
- Ability to work collaboratively, maintaining a sense of humor to unexpected situations
- Proficiency with Microsoft Office, Google Suite, Salesforce, Excel

**WORKING AT COUNTERPULSE:**

Joining the CounterPulse team means joining a group of incredibly smart and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. As a new staff member, you will have the chance to participate in meaningful conversations about the future of our organization, the impact we can have in our community, and the role of art in society. You will participate in selecting artists and envisioning our programming. We value the flexibility and perks of working at a small organization, and we think you will too. Here are the details:

- Full-time salary exempt position, \$50,000-\$55,000 DOE annual salary
- A typical work week includes office hours Monday-Friday 10-6pm with Wednesdays work from home, evening events as scheduled
- 50% Health and Dental Benefits; pre-tax Commuter Check; Free admission to events at CounterPulse and other Bay Area theaters; 5 hours/month free rehearsal space
- Generous holiday, vacation & sick leave policy
- Ongoing training, networking and professional development opportunities

**TO APPLY:**

- i. Write a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position.
- ii. Attach your resume.
- iii. Email these items to [openings@counterpulse.org](mailto:openings@counterpulse.org) subject line: "ATTN: Julie Phelps, Artistic & Executive Director" *Incomplete applications will not be accepted.*

**EQUAL OPPORTUNITY EMPLOYER**

CounterPulse fosters a creative and professional environment that reflects the diversity of the Bay Area. We actively recruit a wide pool of applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.